

HEADQUARTERS
U.S. ARMY GARRISON
FORT MONMOUTH, NEW JERSEY 07703-5000

FORT MONMOUTH REGULATION
No. 210-33

24 March 1989

Installations

KEY AND LOCK CONTROL

Issue of changes to this regulation is prohibited unless specifically approved by Commander, USAGFM, ATTN: SELFM-EH-E.

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1. Purpose. This regulation prescribes responsibilities, policies, procedures, and standards pertaining to controls governing issue and accountability of locks and keys, including those on buildings and locking devices used on containers providing security protection for classified materials, arms, and ammunition.

2. Applicability. This regulation applies to directorates, offices, activities, and program/project/product manager offices, U.S. Army Communications-Electronics Command (CECOM), Fort Monmouth; resident activities located at Fort Monmouth; and family quarters occupants.

3. Definitions. For purpose of this regulation, the following terms apply:

a. Chiefs -- Directors, chiefs of offices, commanders of activities, project/product/program managers, and commanders of resident activities.

b. Administrative Keys -- Nonsecurity-type building and office keys.

c. Cores -- That portion of the lock which the key slides into.

- d. Facility -- Any structure that has a lockable door/gate.
- e. Key Blank -- An uncut or unfinished key.
- f. Keyway Code -- A number or letter stamped on the face of the key indicating which lock or group of similarly coded locks the key will manipulate.
- g. Locks -- Key removeable, interchangeable core, 7 pin-tumbler locking systems that meet current specifications; three-position changeable combination padlocks; built-in three-position changeable combination locks; or pin-tumbler mortise locks with a dead bolt.
- h. Security Keys -- Keys to any door that houses security type documentation or equipment.

4. Responsibilities. a. The Director, Directorate for Engineering and Housing (DEH) is designated the Installation's Administrative Key Control Officer for Fort Monmouth, and as such will:

- (1) Exercise staff supervision over implementation of this regulation.
- (2) Establish control and account for all facilities keys, blanks, locks, and cores in the lock system.
- (3) Issue, control, and account for all facilities key orders.
- (4) Maintain all records of facilities key control system.
- (5) Conduct periodic inventories of administration key control.
- (6) Review all requests for key/lock actions and assign priorities.
- (7) Forward all approved requests to the Commercial Activities Contractor.
- (8) Return all disapproved requests to originator.
- (9) Keep log of all service orders.
- (10) Issue keys for all newly assigned buildings. Upon termination of space, the building occupants will return all keys to DEH.

b. The Provost Marshal is designated the Security Key Control Officer for Fort Monmouth, and as such will:

- (1) Exercise staff supervision over the security key requirements of this regulation.
- (2) Approve all requests for issuance of new, duplicate, or replacement of security keys and lock/cores.
- (3) Conduct periodic key/lock inventories to ensure that standards are being maintained.
- (4) Maintain all records of security key control systems.

c. The Chief, Supply Services Division, Directorate of Installation Logistics (DOL), is designated the Installation's Ammunition, Arms, and Explosives Key Control Officer, and as such will:

- (1) Exercise staff supervision over implementation of this regulation pertaining to the security of ammunition, arms, and explosives.
- (2) Order, issue, control, and account for all keys and locks in the lock system pertaining to the security of ammunition, arms, and explosives.
- (3) Conduct periodic key/lock inventories to ensure that standards are being maintained.

d. The Commercial Activities Contractor will:

- (1) Initiate service orders for key/lock action supplying service order number to DEH with date of issuance.
- (2) Issue keys to occupants of facilities (not including Family Housing occupants) with two copies furnished to DEH of all exterior door keys issued.
- (3) Supply DEH with copies of hand receipts of keys issued with the following information:
 - (a) Name, office symbol, and telephone number of organization.
 - (b) Key number and keyway.
 - (c) Number of keys issued.
 - (d) Building number and room number.
 - (e) Name of person signing for keys(s)/lock(s).

(4) Enclose sample hand receipt.

(5) Notify DEH of all completed key/lock actions.

(6) Provide status checks on all work orders pertaining to key/lock action. Commercial Activities Contractor may be contacted at 532-3007.

e. The Key Control Officer, Billeting and Family Housing, will:

(1) Conduct and maintain results of semiannual inventory of the key system to ensure that standards are being met. All requests for additional keys will be made directly to the Billeting or Family Housing Administrative Offices.

(2) Issue keys/locks to occupants. Keys issued to personnel are the property of the U.S. Government and will be controlled as such. Occupants are to report lost or missing keys to the Billeting or Family Housing Administrative Offices.

5. Procedures. Chiefs will designate, in writing to the DEH, the name, grade, and telephone number of their Administrative Key Control Officer and alternate. The Chief or the Administrative Key Control Officer will:

a. Establish local standing operating procedures (SOP) for request and issuance for keys and locks.

b. Sign for all keys and locks from DEH or the Provost Marshal Office (PMO).

c. Issue keys and locks to activity personnel. Keys issued to personnel are the property of the U.S. Government and will be controlled as such.

d. Conduct and maintain results of semiannual inventory of the key system to ensure that standards are being met. A copy of this inventory will be forwarded to the DEH, PMO, and DOL. The following information must be maintained:

(1) Total number of keys in each system.

(2) Total number of keys by each keyway code.

(3) Number of keys on hand.

(4) Number of keys issued.

(5) Persons to whom keys have been issued.

(6) Total number of combination locks.

(7) Number and record of persons who have the combination.

(8) Copy of exception to waiver of standards set forth above.

e. Request in writing for new, duplicate, or replacement of keys/locks from the Installation Key Control Officer.

f. Report lost and damaged keys to the Installation Administrative Key Control Officer. A DA Form 4697 (Department of the Army Report of Survey) will be completed to account for all lost or missing keys. The original DA Form 4697 will be sent to the Installation Administrative Key Control Officer.

6. Security Keys. a. The security key and lock control system may consist of several subsystems, as directed by the Activity Commander. These subsystems will have a designated Security Key Control Officer, a key container, and a listing of personnel authorized to draw keys from the key container. The number of individuals authorized to draw keys will be kept to a minimum, consistent with mission/operations requirements.

b. Requests for issuance of new, duplicate, or replacement keys will be approved by the Installation Security Key Control Officer.

c. When keys are not in use, they will be secured with approved locking devices in containers of at least 20 gauge steel or material of equivalent strength. Key containers will be attached to the structure to prevent easy removal and will be located in buildings or rooms with structural features which hinder illegal entry. Containers will be located so that they are under the continual surveillance of security or operating personnel during duty hours. During nonduty hours, buildings will be locked with approved locking devices.

d. SELHI Form 1679 (Key Control Register) will be used by all Key Control Officers to record daily issuance and turn-in of each security area key. Key control registers will contain the signature of the individual receiving key(s), date and hour of issuance, serial number or identifying number of key, initials of individual issuing key, date and hour key was returned, and signature of individual receiving returned key(s). Registers will be retained for 90 days.

e. Security systems keys to locks located within an exclusion area will not be removed from that area.

f. Security Key Control Officers or designated alternates will inventory all assigned keys on a daily basis. Missing keys will be promptly reported to the PMO Security Officer. When keys are lost, stolen, or otherwise unaccountable, locks will be re-cored and replaced immediately.

g. All keys in the security key control system will be inventoried at least semiannually and inventory records maintained until the next comparable inventory. The exception to this rule are keys issued for personal retention which will be inventoried monthly on a show basis. SELHI Form 1720 (Key/Lock Inventory) will be used and a copy will be forwarded to the PMO.

h. Security Key Control Officer(s) will maintain records of all systems for security areas and include the following information:

- (1) Total number of locks/keys in system.
- (2) Number of keys issued and to whom.
- (3) Number of keys and key blanks on hand.

i. Security hasps and staples will be of a heavy pattern steel and affixed to the building structure with smooth-headed bolts, unexposed heavy screws, or welded.

j. High-security hasps will be used with high-security padlocks.

k. If combination locks are used in the key and lock system, the recorded combination will be safeguarded by the responsible Security Key Control Officer in a manner which will prevent compromise.

1. Except for those locks prescribed for use in specific applications by this or other regulations, locks will be pin-tumbler padlocks, built-in three-position changeable combination locks, or pin-tumbler mortise locks with dead bolts which project at least 1 inch into the doorframe. Key operated padlocks procured for use in the security lock and key system, other than high-security locks, will conform to military specification MIL-P-17802.

2. Access Control Devices. Locks that are activated by a coded card or by a number code may be used to control access to security areas where high-security locks are not required. These locks can be used as the sole locking device if the door is equipped with Intrusion Detection System (IDS). Codes to cipher locks are easily compromised and should be changed frequently. Where such card access devices are used, a local SOP will be developed covering the following:

a. Dissemination, security, and changing of the cipher code.

b. Safeguarding of issued access cards.

c. Control and issuance of access cards.

d. Actions on reporting loss of card or compromise of cipher code.

e. Security manning requirements in event of a malfunctioning access control device.

8. Ammunition, Arms, and Explosives. a. Keys to the entrance gates of the Ammunition Supply Point (ASP) are maintained in the safe of the Office of the Chief, Supply Services Division, Building 430.

b. A Disposition Form from the authorized units naming individuals authorized access to the ASP must be furnished to Supply Services Division, with a copy furnished to the PMO.

c. When access to the ASP is required, the requesting activity will contact the Quality Assurance Evaluator (QAE), extensions 21662, 22065, or 25101, during regular duty hours, 0730 to 1600.

d. The QAE will receive the keys to the ASP from the Safe Custodian and sign SELHI Form 1679.

e. The QAE or an authorized representative from Supply Services Division will escort authorized individuals to the ASP and remain with them until they are ready to vacate the area.

f. After ASP has been secured, the QAE will return the keys to the Safe Custodian and again sign the SELHI Form 1679.

g. After 1600, access to the ASP can be made by contacting the PMO.

h. Keys to bunkers are to be maintained in an authorized safe.

i. Security will be maintained as follows:

(1) The Contractor Supply Supervisor will rotate the high-security padlocks semiannually.

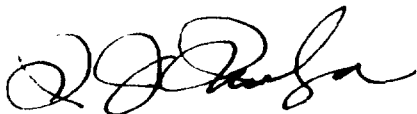
(2) Keys to the ASP and high-security padlocks will be inventoried semiannually.

(3) Keys not in use will be secured in an authorized safe and issued to those personnel indicated as authorized on DA Form 1687 (Notice of Delegation of Authority - Receipt for Supplies).

The proponent of this publication is the U.S. Army Garrison Fort Monmouth. Users are invited to send comments on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, USAGFM, ATTN: SELFM-EH-E, Fort Monmouth, New Jersey 07703-6000.

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